

## Whilst on Unit 1 Supporting Practice Learning in Social Work

1) The Trainee Practice Educator is expected to attend all 3 online teaching days (additional non-mandatory assignment-writing workshops are offered throughout the course).



2) The Trainee Practice Educator is expected to supervise a learner in practice throughout their placement.

2a) If the placement is interrupted/extended/fails/ends, then the Trainee Practice Educator is expected to arrange a meeting with the BU Unit Tutor/Lead, Practice Educator Assessor (and, if funded, the Workforce Development Lead) to discuss if PEPS have been met or if additional experience is required to meet the requirements of Unit 1. This is the responsibility of the Trainee Practice Educator.



3) The Trainee Practice Educator is required to have a minimum of 1 observation of them supervising the learner in practice, observed by the Practice Educator Assessor. The feedback is not required to be submitted as part of the assessment. Please note, there is a feedback form supplied on Brightspace if required.

3a) Please note, we also offer non-mandatory Peer Support Sessions for Practice Educator Assessors several times a year. For more information, please email CPD Admin: (hss-cpdadmin@bournemouth.ac.uk).



4) The Trainee Practice Educator completes the Assessment Proforma using the correct proforma for their level of study (i.e. Level 6 or Level 7):

- Reflective Assignment
  - Action Plan
  - Date of observation
- Signed by Practice Educator Assessor

4a) Once the Trainee Practice Educator has completed the observation, the Practice Educator Assessor is to sign the Assessment Proforma to verify that the observation has been held. Please note, it is the responsibility of the Trainee Practice Educator to get the completed form to the Practice Educator Assessor to sign and date).

4b) The Trainee Practice Educator must submit the Assessment Proforma via Brightspace Turnitin by 12noon on the Submission Date.



5) If an extension is required, students should complete the online extension request form by searching 'Bournemouth University Exceptional Circumstances'. Please make sure the Practice Educator Assessor and Workforce Development Leads are kept informed of outcomes. Please also note, the only person who can request an extension is the Trainee Practice Educator. If an interruption to study is required, please contact your Unit Tutor/Lead and CPD Admin ([hss-cpdadmin@bournemouth.ac.uk](mailto:hss-cpdadmin@bournemouth.ac.uk)) to discuss this further. Again, it is the responsibility of the Trainee Practice Educator to make contact in the first instance. All extensions and interruptions must be requested prior to Submission Date.



6) The assessments are all marked and moderated by BU and released 4 weeks after the Submission Date.

6a) Once successfully completed Unit 1, an application for Unit 2 can be made. Keep an eye out for the application window.



7) Once the Assessment Board has been held and the marks ratified, the Trainee Practice Educator and Workforce Development Lead are informed of the outcome (Trainee Practice Educator within 7 working days of the Assessment Board; the Workforce Development Lead in the weeks following).



8) If the Trainee Practice Educator has not completed their Unit 1 due to exceptional circumstances but would like to apply for Unit 2 'at risk', please contact the Unit Lead and CPD Admin team to discuss.